

# ADMINISTRATIVE ASSISTANT REPORT

November 2014

11/24/14

## 1. MISCELLANEOUS:

- a. The Town Hall will be closed on Thursday, November 27<sup>th</sup>. I will be out of the office on Friday, November 28<sup>th</sup>.
  1. This is a payroll week, and Thursday is a banking holiday, so payroll will be processed on Tuesday to meet the Direct Deposit timeframes.
- b. Waggle & Lisa have spent time in the basement sorting files, file cabinets, boxes and general clutter (cleaning of junk). This has been a much needed (and put off) project and many thanks to them for initializing this project! They continue to sort, file and re-box as time allows.

## 2. TAXES:

- a. The Town has received Certified Tax Levy Apportionments from WITC, the Bayfield School, Ashland Cty, State of WI, and Madeline Sanitary. As soon as the State School Tax Levy Credit & Lottery credit information arrives (*WI DOR has said possibly this week*), I will update the summary report on the tax Levies. Copies will then be made available to the Public. A copy will be given to the TB members as well.
  1. The Consumer Price Index – Urban (CPI-U) is at 1.7% ending October 2014.
- b. Ashland County Budget has been approved. Lori Schmidt, Jeff Bierl's assistant will be sending a copy of their approved budget.

## 3. FINANCIALS:

- a. The 2015 Proposed Budget has been set and various budget reports have been copied for public and are in the old Town Hall ready for the budget hearings & meetings on **Monday, December 1<sup>st</sup>, 2014**. Each TB member, as well as all Dept. Heads., have received a packet with all the budget reports (with the exception of the Tax Summary – will be done as soon as the school tax credit info arrives).
- b. The misc. billings have been done, and Ashland County has been billed (and paid) for County H work for the period of 01/2014-06/2014.
- c. I'll be getting caught up with entering the road crew 2014 timesheets into the database, and can start preparing internal costs on the various projects that took place (town crew labor, town equipment) and coding those expenses into the project line items. This is done to give a more accurate costing on projects.
- d. Will be back working on acclimating myself on the new TownHall software program. They have advised running the two software programs at the same time, so I'll enter Novembers transactions into the new remote version to get comfortable with the process, reports, etc.

## 4. GRANTS:

- a. **MIWP/Invasive Species/WI DNR:** We've compiled all the invoices paid & cancelled check, timesheet database of employee labor & equipment use, separated into the WI DNR's grant components. Bonnie of the MIWP has submitted everything to the DNR. MIWP hopes to receive the reimbursement and subsequent payment to the Town of LaPointe within the next week.
- b. **Big Bay Town Park:** The entire project costs have been compiled for the four (4) WI DNR grants and were sent to the WI DNR Nov. 19<sup>th</sup>. Pete had taken photos on the Park and is sending to the DNR.
  1. Arnie Mackey Construction, Inc. (AMC) has been paid in full, but hasn't yet sent their lien waiver reflecting payment in full.

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## 5. SCHEDULES:

Currently the December schedule is:

- **Monday, December 1<sup>st</sup>, 2014:**
  - Public Hearing for 2015 Budget
  - Special Town Meeting for 2014/2015 Tax Levy & 2015 Highway Expends.
  - Special Town Board Meeting to set 2015 Budget
  
- Tuesday, December 9<sup>th</sup>, 2014                      Regular Town Board Meeting
  
- Tuesday, December 23<sup>rd</sup>, 2014                      Final 2014 Town Board Meeting
  - This is a much needed meeting, so that paying end of year bills, etc., final 2014 budget amendment and anything else needed for both year-end and the up-coming year.
  
- Weds, December 24<sup>th</sup>, 2014                      Christmas Eve                      (Town holiday – TH closed)
- Thurs, December 25<sup>th</sup>, 2014                      Christmas Day                      (Town holiday – TH closed)
  
- Thurs, Jan 1<sup>st</sup>                                      New Year's Day                      (Town holiday –TH closed)

Respectfully submitted,

Barb Nelson Administrative Assistant/Deputy Clerk